

REGIONAL NAF PERSONNEL OFFICE

MWR Dept/NSA, VQ-Sewell's Point Sub-Region, Regional Recycling Program

VACANCY ANNOUNCEMENT

05/21/04
Status

Does not confer to Civil Service

POSITION: **Education Technician Leader**

ANNOUNCEMENT# **SP 37-04A**

CC-1702-II

Salary: \$12.79 per hour

LOCATION: MWR Department, Child Development Div/NSA
Norfolk VA 23511

CLOSING DATE: Open Until Filled

AREA OF CONSIDERATION: OPEN

(2) Positions, Full-time

NOTE: No relocation costs will be paid

Direct Deposit of salary is a condition of employment

DUTIES: Provides leadership and mentoring to CDC Education Technicians and continually reviews activities and plans for developmentally appropriate practices and compliance with applicable regulations and standards. Responsible for modeling developmentally appropriate activities and uses own initiative to design and implement a variety of activity plans that stimulate and sustain the interest of children. And sustain the interest of children and contribute to the social, cognitive, physical and emotional growth of children. Develops activities and plans consisting of concrete or hands-on elements of mathematical and letter concepts, language development, art, music, science, social studies, health, and physical education for approval by T&C Specialist or CDC Director. Recommends changes or additions to policies and procedures, and makes adjustments to activities and plans where necessary to deal with unusual or difficult problems or situations. Ensures a pleasant, inviting atmosphere for all children. Observes and evaluates children's developmental levels and maintains records of progress. Under the supervision of the CDC Director or medical personnel, prepares and implements specialized programs for children with special needs, e.g., children with physical or mental disabilities, children with disciplinary problems or learning disabilities, etc. Participates in conferences with parents. Plans and conducts parent involvement activities and encourages parents to become involved. Prepares and submits accurate and timely reports as required. Ensures meals and snacks are served in a developmentally appropriate manner (e.g. family style). Observes children for signs of illness, abuse or neglect, and reports as directed. Incumbent works 80% of the workday in ratio with an assigned primary care group. The remaining 20% includes duties such as working with T&C Specialist to identify staff training objectives and to track training progress, assisting Program Assistants with schedules, lesson plans, and room arrangements, coordinating field trips and special events, conducting child observations, implementing curriculum guidelines, observing and planning outdoor play activities, utilizing environment assessment tools such as Early Childhood Environment Rating Scale (ECERS) and Infant Toddler Environmental Rating Scale (ITERS), participating in parent and Program Assistants conferences, and preparing for and maintaining DoD Certification and NAEYC accreditation. Provides for adequate staffing, fills in for staff absences, and ensures employees follow safety, health and nutrition procedures. Provides care, oversight, and accountability for children in compliance with DoD, OPNAV 1700.9D, and local policies, guidelines and standards. Performs other related duties as assigned.

QUALIFICATIONS: Successful completion of Child Development Associate (CDA) credential or Associate Degree (AA) in Early Childhood Education (ECE), Child Development or related field of study or successful completion of one year at the CD Program Assistant/Target Level 4 where incumbent displayed knowledge of and competency in developmentally appropriate programming for young children. Ability to effectively communicate verbally and in writing (in English) and possess strong interpersonal skills. Satisfactorily complete background check IAW PL 101-647 to include NACI. Must be 18 years of age. Pass required immunization and be free of communicable diseases. Possess and maintain ability to lift and carry up to 40 pounds, walk, bend, stoop and stand on routine basis. Provide pre-employment documentation within three days of employment. Must complete all DON Child Development training requirements to include ongoing and annual as prescribed, CPR, First Aid, and Child Abuse and Neglect Recognition/Prevention. Be able to obtain food handlers card. May be required to work uncommon tour of duty.

-**FILING INSTRUCTIONS:** Applicants must submit a completed application and preference documents to: Regional NAF Personnel Office, 1200 Fechteler Road., Norfolk VA 23505. (Corner of Terminal Blvd and Diven Street)

-**NOTE:** Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-**EMPLOYMENT PREFERENCES:** To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

-**MILITARY SPOUSE:** Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

-**VETERAN:** Attach copy of DD214

-**INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS:** Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

-**ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.**

-**Active Duty Military:** Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."

Web Site: www.nsa-norva.navy.mil

JOBS Line: 440-JOBS (5627)